



eTariff Basics

How to create tariffs, revisions and tariff filings

eTariff is work-in-progress. Window appearance, functionality, menu choices and locations are constantly changing. If something has changed, look around the window and try right-click at logical focus points. If not sure, experiment. Experiments should not cause software errors. If they do, please document and notify etariff@ferc.gov .

Assumptions

- **eTariff is installed and in communication with FERC**
 - **If a regulated company, registered and received PIN**
- **User familiar with tariffs**
- **User familiar with FERC tariff filings**
- **User familiar with FERC procedures**

Tariff Data Format

- **Tariffs are a Data Base**
- **NOT a text document**
- **Example data set for every tariff section**
 - **Company name**
 - **Docket number**
 - **Proposed effective date**
 - **Superceded tariff section**
 - **Filing type**
- **Tariff section “content”**
 - **Accepts most copied text**
 - **Editable within eTariff**
 - **Limited format capabilities**
 - **Accepts many copied formats such as graphics**
 - **Will not accept pasted files**

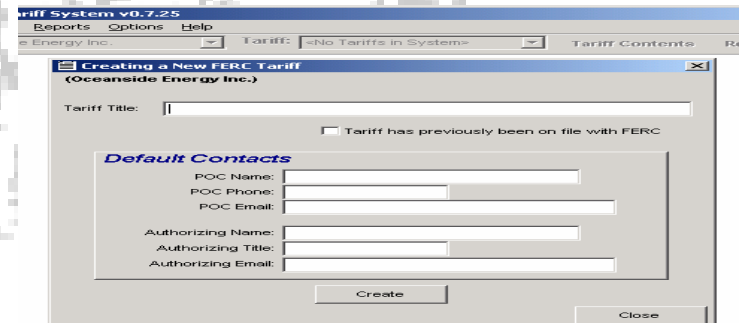
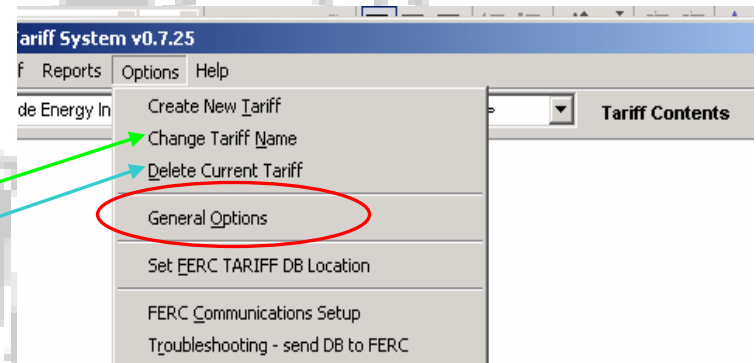
First-time

- 1st time users must establish an empty data base file
 - Retrieve company list
 - Select company
 - Choose file location
 - Enter PIN
 - Download and Finish

The screenshot shows the 'ETariff Data Download' window. It features a 'List of Available Companies:' with a scrollable list of companies including 3E Technologies, Inc., A'Lones Group, Inc., AC Power Corporation, ACES Power Marketing LLC, ACN Power, Inc. (highlighted), ACN Utility Services, Inc., and AEP Generating Company. Below the list is a 'Retrieve Company Listing' button and a red 'Internet Setup Options' button. The main area has two tabs: 'New Company Start' and 'Copy Tariffs'. A green instruction reads: 'Use the below options to download and set up a FERC-registered Company. Note: the appropriate PIN Code is required.' Below this is a field for 'Destination for Data or Location of Existing Data:' with the path 'D:\FERC\TARIFF\DATABASE\'. A 'PIN Code:' field is also present. At the bottom are 'Begin Download' and 'Finished' buttons. A status bar at the very bottom displays 'Server response received - process completed'.

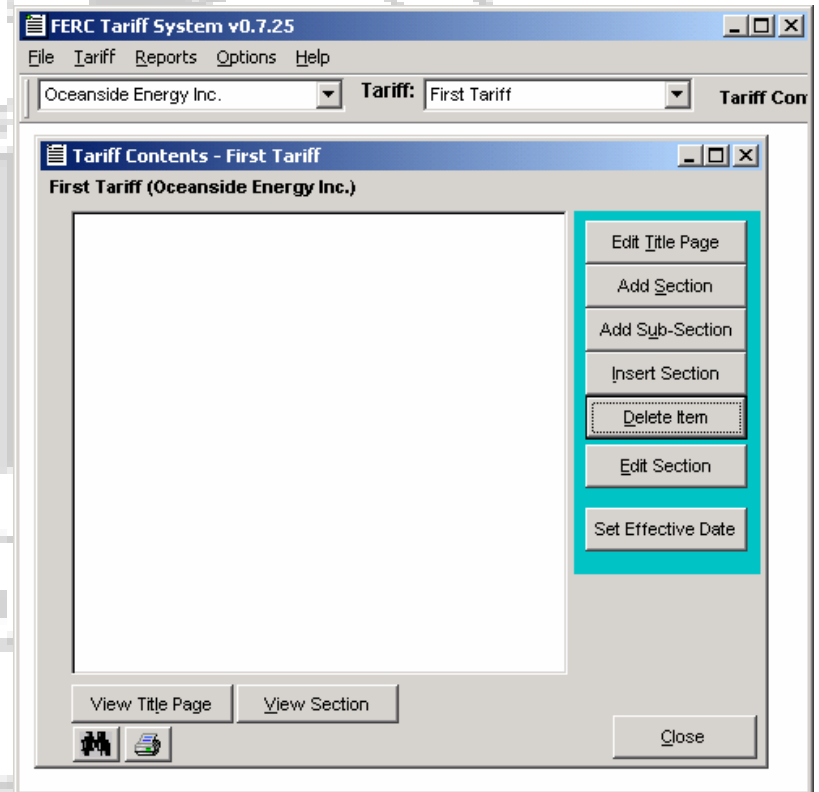
Create Tariff

- **Create a tariff**
 - Drop menu from Options
 - Note Rename and Delete options
- **Name tariff**
- **Fill in Contact Info**



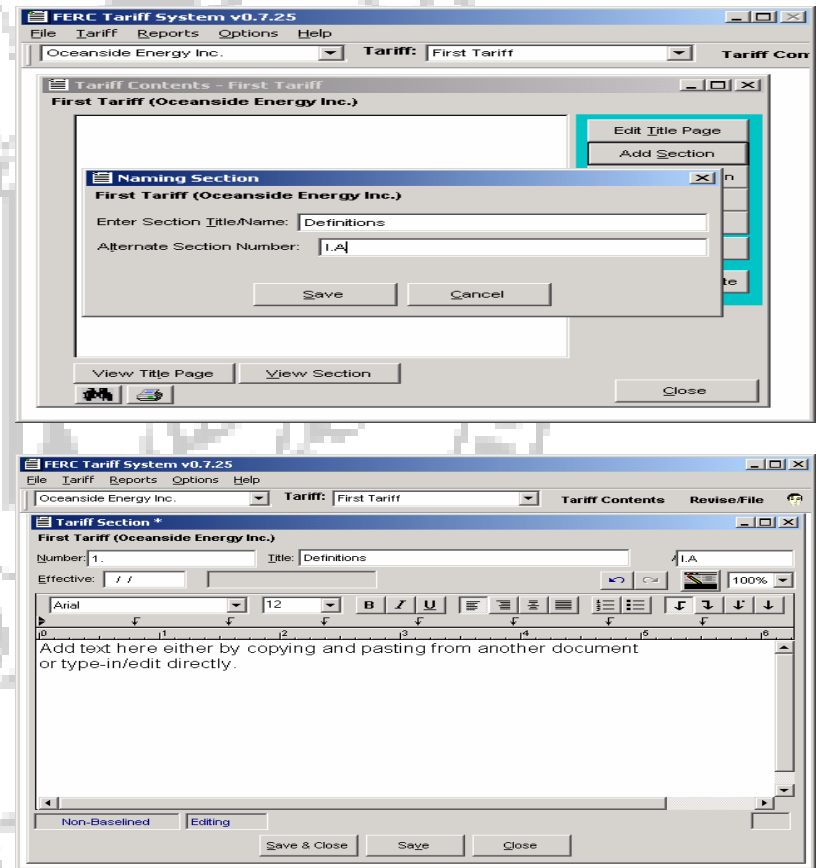
Add Content to Tariff

- **From the Menu Bar**
 - Select Tariff
 - Open Tariff Contents



Create Tariff Section - Direct

- Click Add Section
- Fill in Section Title, Tariff Section Numbering if any
- Save
- Paste in or type tariff text
- Save & Close



Create Tariff Section - Copy

- If a tariff already exists in the FERC public data base [or your own], copy it
- Find company, choose tariff, Download, and Finish. Note downloaded file name and location.

The screenshot shows a web application window titled "ETariff Data Download". It contains a list of available companies, a "Retrieve Company Listing" button, and a "Copy Tariffs" button. Below these, there is a section for selecting a company and a tariff. The selected company is "Keith Pierce Gas Pipeline Company" (Gas - NGA) and the selected tariff is "Tariff v 7.14". A "Download Tariff Data" button is visible, along with a "Finished" button. At the bottom, a status bar indicates "Server response received - process completed".

ETariff Data Download

List of Available Companies:

- {Keith Pierce Electric Company} (Electric - FPA Trad and MBR)
- {Keith Pierce Gas Pipeline Company} (Gas - NGA)**
- {Keith Pierce NGPA Pipeline Company} (Gas - NGPA)
- {Keith Pierce Oil Pipe Line Company} (Oil - All)
- {Renee Electric Company} (Electric - FPA Trad and MBR)
- {Renee Gas Company} (Gas - NGA)
- {Renee Oil Company} (Oil - All)

Retrieve Company Listing **Internet Setup Options**

New Company Start **Copy Tariffs**

Use these functions to obtain a 'copy' of a company's tariff. Select the Company, then select from the available list below.

Tariffs of Selected Company

Volume No. 1
Tariff v 7.14
HKP V 4

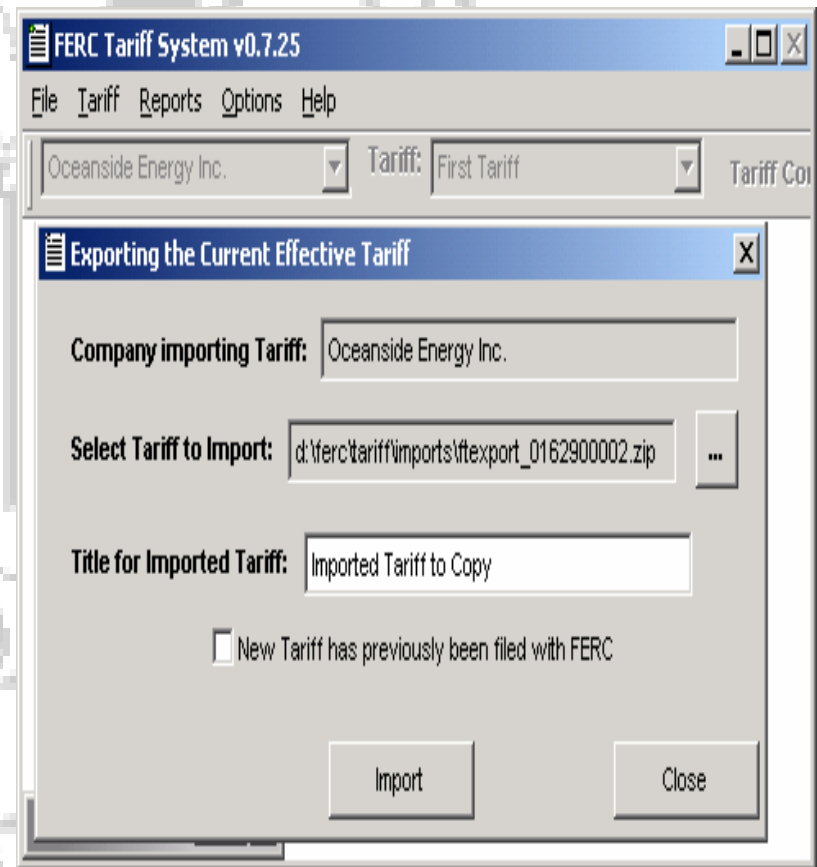
Download Tariff Data

Finished

Server response received - process completed

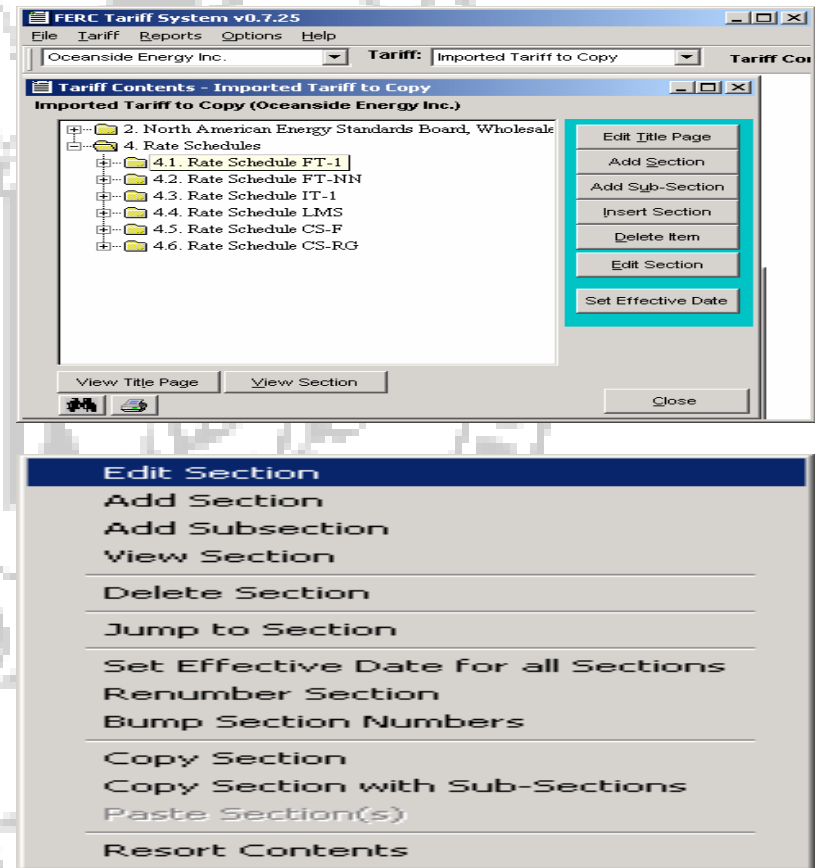
Create Tariff Section - Copy

- **From File, select Import, find imported file and rename**
- **Copied tariff now available from menu bar**



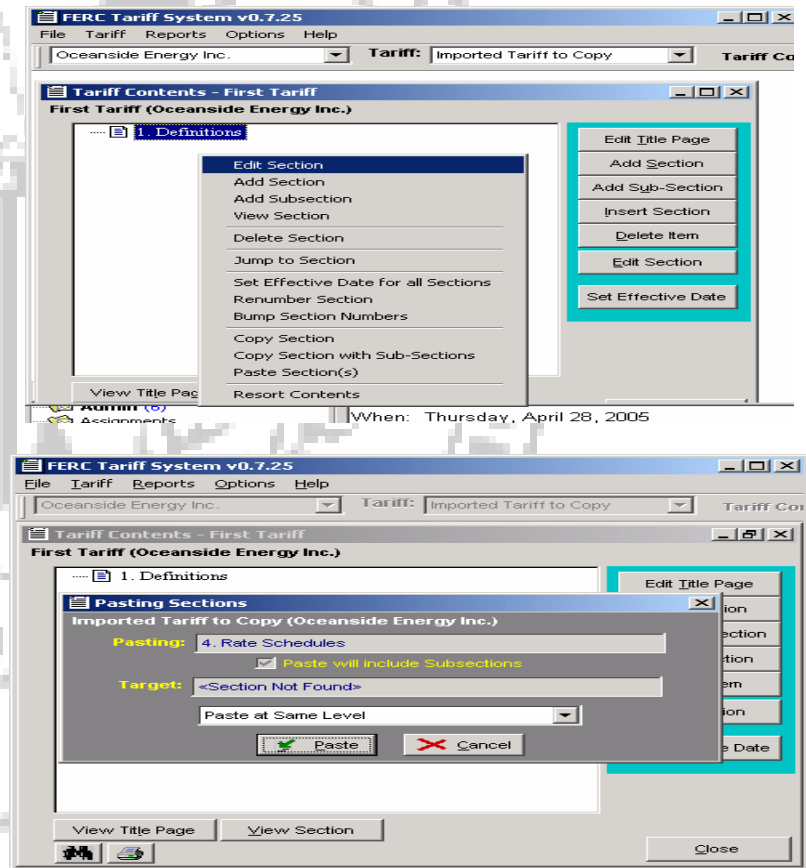
Create Tariff Section - Copy

- Target section(s)
- Right click
 - Copy Section (with Sub-Sections) as appropriate



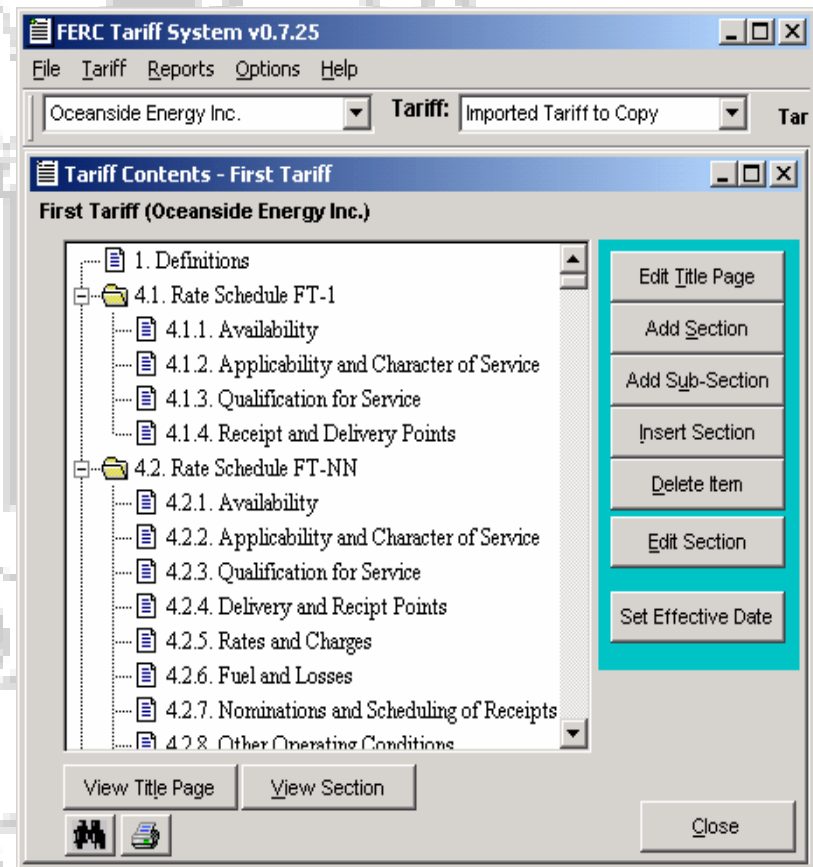
Create Tariff Section - Copy

- Target paste location, right click, select Paste Section(s)
- Choose section level, and paste



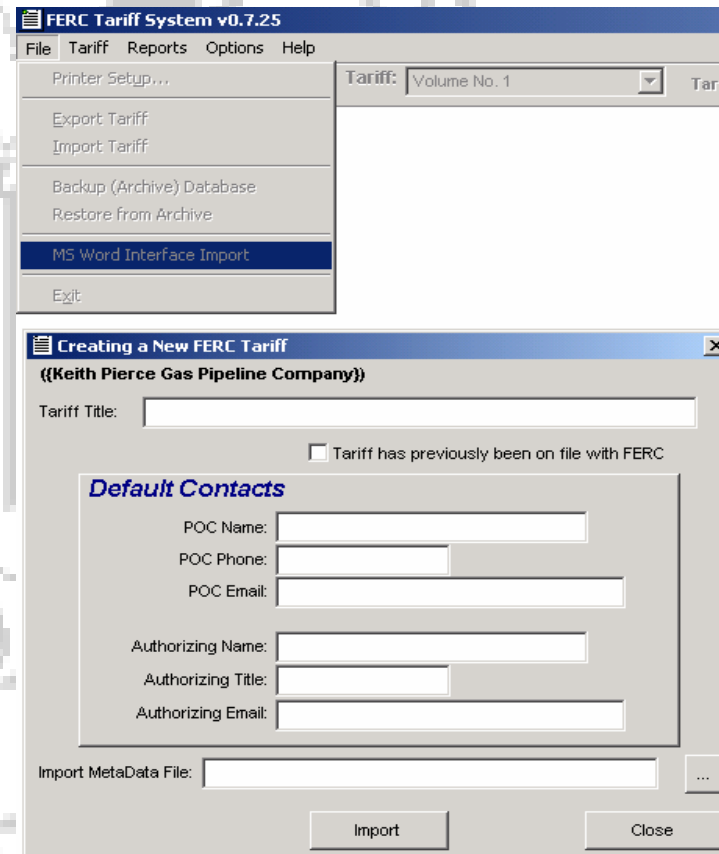
Create Tariff Section - Copy

- Copied sections now pasted in
- Hint: if copying from multiple sources or creating multilevel section revisions, create a working “Tariff”, then copy product into Baseline or Revision



Create Tariff Section - Import

- Use an extraction macro to create an importable data base. Guidance at <http://www.ferc.gov/docs-filing/etariff/conversion-guide.pdf>.
- From File, click “MS Word ...Import”

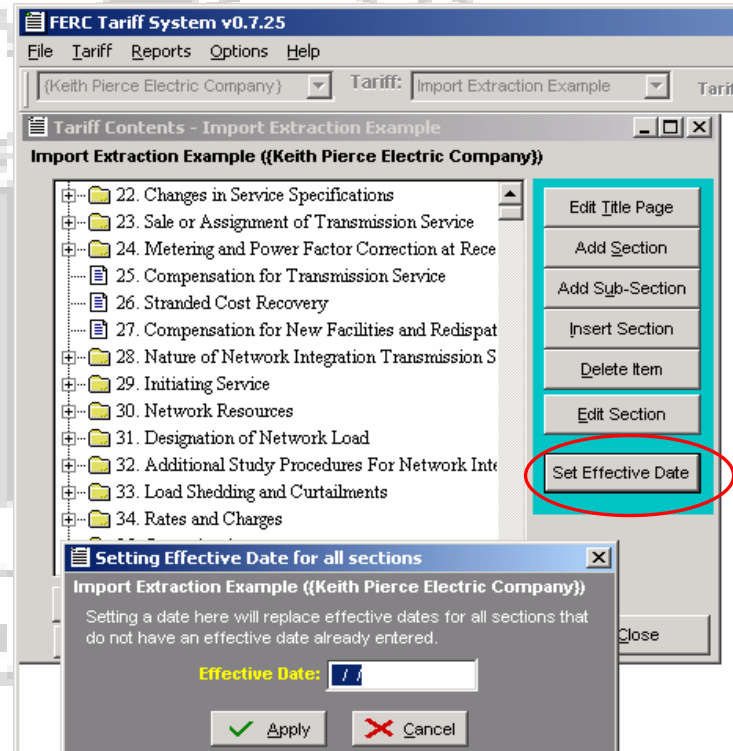


Baseline Tariff

- **Baseline filings are a special case**
 - Establishes and initializes company's tariff data base
 - Commission can only accept or reject whole filing
 - No revisions can be made or filed until accepted by the Commission

Baseline Tariff

- **Special Case**
 - Enter effective date for all sections at once
 - One effective date for all sections only
 - This button is only location that Baseline filing effective date can be set



Make a Tariff/Rate Filing

- Now that the proposed Baseline Tariff is complete, need to file with the Commission
- Open Revision/Filing

FERC Tariff System v0.7.25

File Tariff Reports Options Help

{Keith Pierce Electric Company} Tariff: Import Extraction Example Tariff Contents **Revise/File**

Tariff Contents - Import Extraction Example

Import Extraction Example ((Keith Pierce Electric Company))

22. Changes in Service Specifications

23. Sale or Assignment of Transmission Service

24. Metering and Power Factor Correction

25. Compensation for Transmission Service

26. Stranded Cost Recovery

27. Compensation for New Facilities and F

28. Nature of Network Integration Transm

29. Initiating Service

30. Network Resources

31. Designation of Network Load

32. Additional Study Procedures For Netw

33. Load Shedding and Curtailments

34. Rates and Charges

35. Operating Arrangements

View Title Page View Section

Tariff Revisions - Import Extraction Example

Import Extraction Example ((Keith Pierce Electric Company))

Revision List Sections Revision Attachments Submit to FERC FERC Status

New ReDefine Delete Display Revisions: All

Rev #	Title/Description	Status	Submitted	FERC Docket
1	Baseline Acceptance Request	Non-baselined	1 / 1 / 2000 AM	

Filing Type: Sect. 35.12 - Initial Rate Schedules (Initial Tariff Baseline)

Point of Contact:

Authorizing Person:

A

+ -

Close

Baseline/Revision Filings

- Tabs of Tariff Revision window basically in order of tariff filing process:

Define|Tariff Sections|Req'd Docs|File|Status

FERC Tariff System v0.7.25

File Tariff Reports Options Help

(Keith Pierce Gas Pipeline Company) Tariff Volume No. 1 Tariff Contents Revise/File

Tariff Revisions - Volume No. 1
Volume No. 1 (Keith Pierce Gas Pipeline Company)

Revision List Sections Revision Attachments Submit to FERC FERC Status

New ReDefine Delete Display Revisions: All

Rev #	Title/Description	Status	Submitted	FERC Docket
1	Baseline Acceptance Request	Baseline Accepted	11/29/2004 03:38:11 PM	5
2	Test filing	Not Filed	// : : AM	
3	ACA charge	Not Filed	// : : AM	
4	Gas Tracker	Not Filed	// : : AM	
5	SA change	Not Filed	// : : AM	

Filing Type: Sect. 154.601 Change In Executed Service Agreement

Point of Contact: Keith Pierce 202-502-8525 keith.pierce@ferc.gov

Authorizing Person: Keith Pierce SME keith.pierce@ferc.gov

A,B,C,D,E,F,G,H,I

Close

Baseline Filing

- **Baseline Tariff Filings **Special** Case**
 - No choice of filing types – default choice
 - No option to edit tariff sections (go back to Tariff Contents window if need further edits)

Baseline and Revision Filings

- For every filing type, **required documents** are in bold, optional in standard font
- If NA or waiver, use quick attach

FERC Tariff System v0.7.25

File Tariff Reports Options Help

(Keith Pierce Electric Company) Tariff: Import Extraction Example Tariff Contents Revise File

Tariff Contents - Import Extraction Example

Import Extraction Example (Keith Pierce Electric Company)

22. Changes in Service Specifications

23. Sale or Assignment of Transmission Service

24. Metering and Power Factor Correction

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View Title Page View Section

Tariff Revisions - Import Extraction Example

Import Extraction Example (Keith Pierce Electric Company)

Revision List Sections Revision Attachments Submit to FERC FERC Status

Revision #/Title: 1 Baseline Acceptance Request

Filing Type: Sect. 35.12 - Initial Rate Schedules (Initial Tariff Baseline)

Docket Number:

Filename	Comment	Access
ELEC TRANSMITTAL LETTER	Transmittal Letter	Public
ELEC FPA NOTICE.DOC	A form of notice suitable for publication in the Federal Register	Public
	Electric Utility Department Cost of Service, Total And As Allowed	Public
	information	Public
	calculations and narrative.	Public
	Requirement Comparison	Public
	of the rate schedule rates with the utility's old	Public
	h and single line diagram showing the addition	Public
	all cost computations	Public
	urchase economic power adjustment support	Public
	Exhibits	Public

Attach/Change File

Append Additional Items

Edit Description

Open (View) File

Remove File Data

Remove Item

Create Waiver Request

Bold Items are Required

Attach Change File

Append Additional Files

Edit

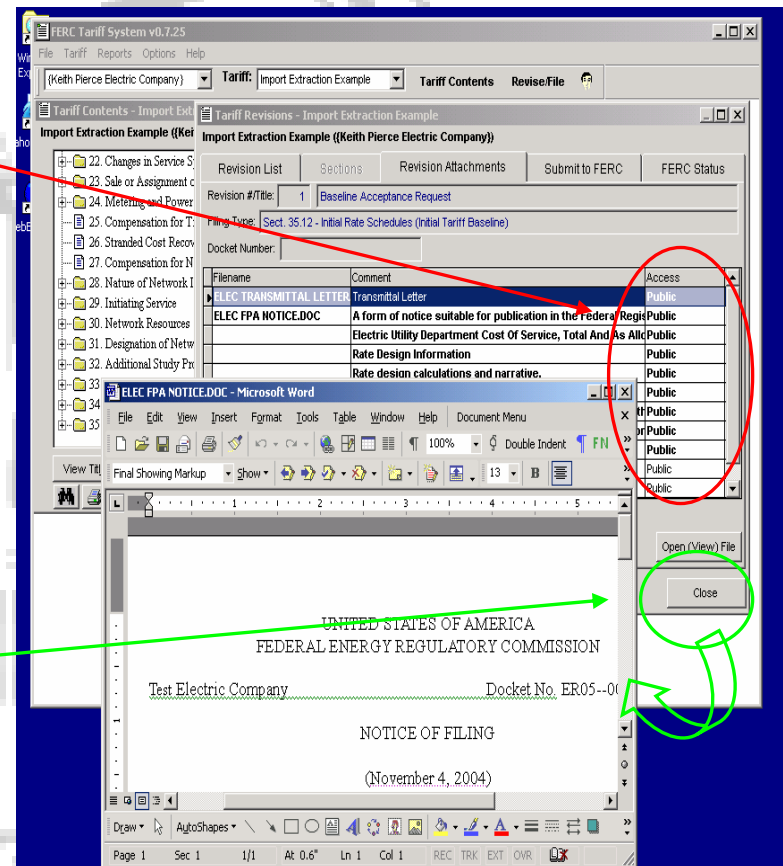
Remove

Open (View) File

Close

Baseline and Revision Filings

- Set document security level for public viewing
 - Attach redacted in required fields, complete as another attachment
- View and edit attachments



Baseline and Revision Filings

- **Submit to FERC**
 - Error messages will identify errors that would prevent OSEC from accepting filing
- **Check FERC Status**
 - Revision specific

The screenshot shows a software window titled "Tariff Revisions - Volume No. 1" for "Volume No. 1 (Keith Pierce Gas Pipeline Company)". It has tabs for "Revision List", "Sections", "Revision Attachments", "Submit to FERC", and "FERC Status". The "Submit to FERC" tab is active. It contains fields for "Revision #/Title" (2 / Test filing), "Filing Type" (Gas - Sect. 154.313 Limited Section 4 Rate Case (Small)), and "Docket Number". Below these are fields for "Point of Contact" (Keith Pierce, 202-502-8525, keith.pierce@ferc.gov) and "Authorizing Person" (Keith Pierce, SME, keith.pierce@ferc.gov). A red error message states: "This address *must* be registered at FERC (via ERegistration)". A "Submit Revision" button with a yellow arrow icon is at the bottom right, along with a "Close" button.

The screenshot shows the same software window with the "FERC Status" tab active. It displays fields for "Docket Number", "Docket Date" (// : : AM), "FERC Response", and "Time" (// : : AM). There is a checkbox for "Option Approved (if applicable)". A "Check for Updated Status" button with a green question mark icon is at the bottom, along with a "Close" button.

Revision Filings

- **Unlimited revisions as work in progress**
- **Each revision is a separate “folder” until filed with FERC – not integrated with effective tariff database**
- **Any filing that effects a tariff section status must be made as a “revision”**
 - **Initial proposals under NGA § 4, FPA § 204, ICA § 6, NPGA § 311, PA pursuant to Part 35**
 - **Amendments and compliance filings**
 - **Withdraws**
 - **Motions to move into effect or delay effect**
- **All updates and additional material**

Revision Filings

- Must define proposed filing before inputting edited tariff sections
- Click “New” and select filing type from drop-down menu

The screenshot displays the FERC Tariff System v0.7.25 interface. The main window, titled 'Tariff Revisions - Volume No. 1', shows a 'New' button circled in red. Below it, a table lists revisions, including a 'Baseline Acceptance Request' with status 'Baseline Accepted' and a submission date of '11/29/2004 03:38:11 PM'. A dialog box titled 'Creating a New Revision' is open, showing a list of filing types under 'Type of Submission:'. The list includes 'Gas - Sect. 154.313 Limited Section 4 Rate Case (Small)', 'Gas - Update Filings: Sect. 154.312(j)(2): Schedules G-1 through G-6 154.312 and .313 pursuant to 154.311 and .313(d)', 'Sect. 154.203 Compliance Filings', 'Sect. 154.205 and 385.216 Withdrawals', 'Sect. 154.206 Motion Filing', 'Sect. 154.402 Annual Charge Adjustment Clause Expenditures', and 'Sect. 154.403 Periodic Rate Adjustments (Other Than Fuel, Lost or Unaccounted for Gas Trackers)'. Below the list, fields for 'Revision Point of Contact Name', 'POC Phone', 'POC Email', 'Name of Authorizing Person', 'Title of Authorizing Person', and 'Authorizing Email' are visible, with 'Keith Pierce' and 'SME' entered in some fields. 'Create' and 'Close' buttons are at the bottom of the dialog.

Rev #	Title/Description	Status	Submitted	FERC Docket
1	Baseline Acceptance Request	Baseline Accepted	11/29/2004 03:38:11 PM	5

Create Revision Filing

- After selecting filing type, check other fields:
 - Gas program initial filings must indicate motion condition
 - Name the filing
 - Intra-company comments
 - Check for missing data
- When finished, click “Create”

Creating a New Revision

Volume No. 1 ((Keith Pierce Gas Pipeline Company))

Type of Submission:
Gas - Sect. 154.313 Limited Section 4 Rate Case (Small)

Do Suspended Sections Automatically go into effect:
Yes
No

Revision Title: Test filing

Revision Comments: These comments are for company use. This field is not sent to the Commission.

Revision Point of Contact Name: Keith Pierce

POC Phone:

POC Email: keith.pierce@ferc.gov

Name of Authorizing Person: Keith Pierce

Title of Authorizing Person: SME

Authorizing Email (Registered at FERC): keith.pierce@ferc.gov

Create Close

Create Revision Filing

- Many revisions can be work-in-progress
- Alternative section proposals for targeted revision enabled here

FERC Tariff System v0.7.25

File Tariff Reports Options Help

{Keith Pierce Gas Pipeline Company} Tariff: Volume No. 1 Tariff Contents Revise/File

Tariff Revisions - Volume No. 1

Volume No. 1 ({Keith Pierce Gas Pipeline Company})

Revision List Sections Revision Attachments Submit to FERC FERC Status

New ReDefine Delete Display Revisions: All

Rev #	Title/Description	Status	Submitted	FERC Docket
1	Baseline Acceptance Request	Baseline Accepted	11/29/2004 03:38:11 PM	5
2	Test filing	Not Filed	// :: AM	
3	ACA charge	Not Filed	// :: AM	
4	Gas Tracker	Not Filed	// :: AM	
5	SA change	Not Filed	// :: AM	

Filing Type: Sect. 154.601 Change In Executed Service Agreement

Point of Contact: Keith Pierce 202-502-8525 keith.pierce@ferc.gov

Authorizing Person: Keith Pierce SME keith.pierce@ferc.gov

A,B,C,D,E,F,G,H,I

Close

Compliance, Withdraw and Motion Filings

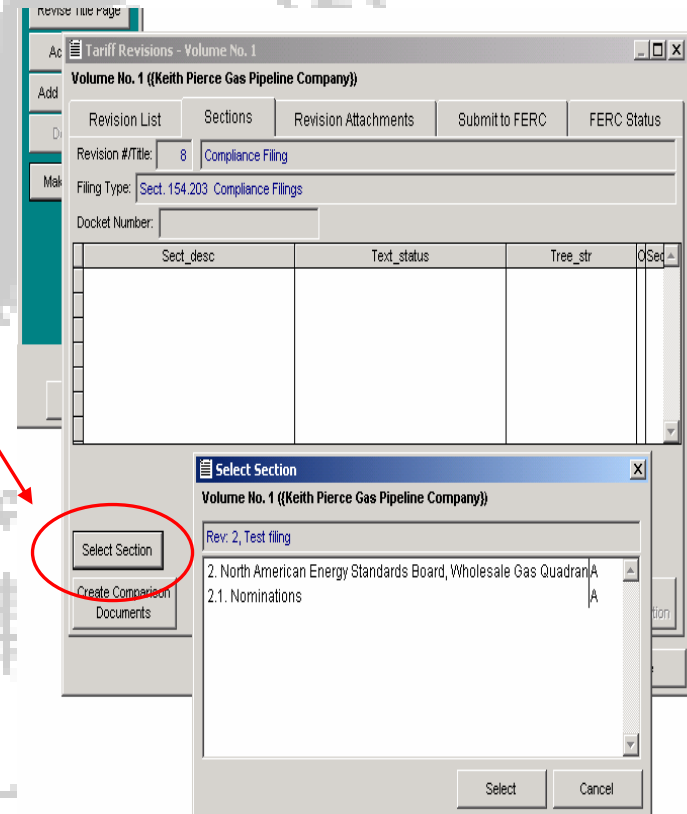
- **Compliance, Withdraw and Motion Filings must identify target revision filed with FERC**

The screenshot shows the FERC filing system interface. The main window is titled 'Creating a New Revision' and is for 'Volume No. 1 (Keith Pierce Gas Pipeline Company)'. It has a 'Type of Submission' dropdown set to 'Sect. 154.203 Compliance Filings'. Below this is an 'Associated Revision' field with a 'Choose' button circled in red. A red arrow points from the text 'must identify target revision' to this 'Choose' button. Another red arrow points from the same text to the 'Test filing' entry in the 'Select Revision' dialog box. The 'Select Revision' dialog box shows a list of revisions for 'Volume No. 1 (Keith Pierce Gas Pipeline Company)', with 'Test filing' and 'RP05-5-4' selected. The background shows a 'FERC Docket' table with entries for 2004 and 2005.

Submitted	FERC Docket
2/2004 03:38:11 PM	5
12/2005 12:43:00 PM	RP05-5-4

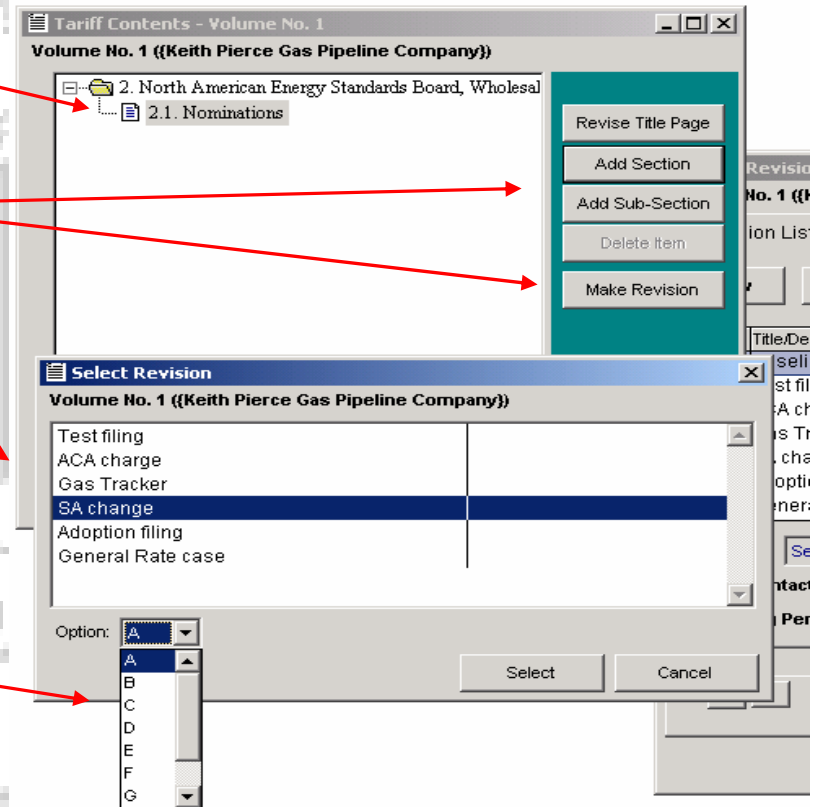
Compliance, Withdraw and Motion Filings

- **Must select sections to include in filing**
- **Compliance filings may include additional revised sections**
- **Withdraw/Motion filings may be section specific**



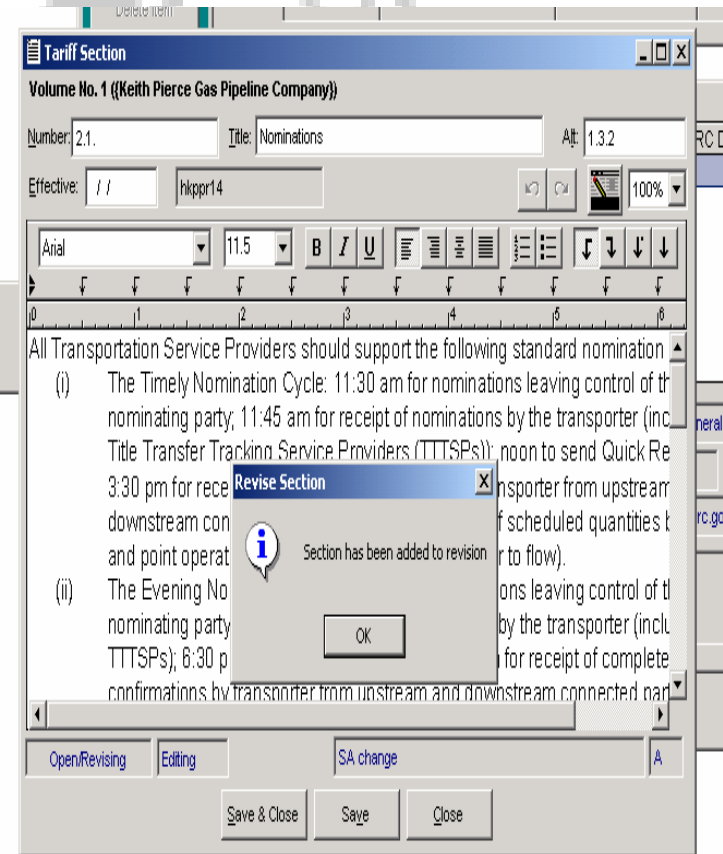
Create Revision Filing

- Select section to revise, add sections or sub-sections
- Choose pre-defined filings-in-progress
- Choose alternative if any



Create Revision Filing

- The selected section is added to the revision
- Can be edited here, or later within the revision filing



Create Revision Filing

- Sections can be edited from revision number
- Select section
- Click “Edit”
- Edit

The screenshot displays two windows from the Tariff Revisions software. The top window, 'Tariff Revisions - Volume No. 1', shows a table of sections. The bottom window, 'Tariff Section', shows the details of a selected section.

Tariff Revisions - Volume No. 1

Volume No. 1 ((Keith Pierce Gas Pipeline Company))

Revision List | Sections | Revision Attachments | Submit to FERC | FERC Status

Revision #/Title: 2 Test filing

Filing Type: Gas - Sect. 154.313 Limited Section 4 Rate Case (Small)

Docket Number:

Sect_desc	Text_status	Tree_str	OSec
2. North American Energy Standards Board A		Not Filed	F00
2.1. Nominations	A	Not Filed	F00

Buttons: Create Comparison Documents, Edit, Add Subsection, Remove, Copy to Separate Option

Tariff Section

Volume No. 1 ((Keith Pierce Gas Pipeline Company))

Number: 2 Title: North American Energy Standards Board, Wholesale A#:

Effective: / / hkppr14

Font: Arial, Size: 11.5, Bold, Italic, Underline, Paragraph, List, Indent, Outdent, Decrease Indent, Increase Indent, Decrease Outdent, Increase Outdent, 100%

Test of the Revision software

Revision Filing

- Submit revision

Tariff Revisions - Volume No. 1

Volume No. 1 (Keith Pierce Gas Pipeline Company)

Revision List | Sections | Revision Attachments | **Submit to FERC** | FERC Status

Revision #/Title: 2 Test filing

Filing Type: Gas - Sect. 154.313 Limited Section 4 Rate Case (Small)

Docket Number:

Point of Contact: Keith Pierce 202-502-8525 keith.pierce@ferc.gov

Authorizing Person: Keith Pierce SME keith.pierce@ferc.gov

This address **must** be registered at FERC (via ERegistration)

Submit Revision

Close

Closing Comments

- **eTariff is work-in-progress**
 - **Comments on functionality and user interface invited**
 - **etariff@ferc.gov**
 - **Explain problem and suggested solution**
 - **Include screen shots in an attached document to help explain suggestion/problem**